Conditions of Hire

1. APPROVAL OF FUNCTIONS

1.1 All functions are subject to the final approval of The University of Queensland Anthropology Museum (UQAM).

2. RELEASE

2.1 To the extent permitted by law, the Hirer releases UQ Anthropology Museum from all liability, losses and costs that may be suffered in connection with hiring the venue.

3. INDEMNITY

3.1 The hirer indemnifies UQ Anthropology Museum against all losses and costs excluding indirect and consequential losses and costs that are suffered as a direct result of or directly in connection with:

a) hiring the venue;

b) by a breach of the conditions by the hirer;

c) Any claims made by members of the public, arising directly through the hiring of the venue including, claims for personal injury, property damage or death. It is not necessary for UQ Anthropology Museum to incur expense or make payment before enforcing a right of indemnity conferred by this agreement. Each indemnity given by the hirer in this agreement is a continuing obligation, separate and independent from the hirer's other obligations and survives the termination of this agreement.

3. 2 The Hirer hires the venue at its own risk. UQ Anthropology Museum takes no responsibility for any damage to equipment placed in the venue by the hirer.

4 VENUE HIRE FEES

4.1 Functions must not exceed the approved finish time without prior arrangement. Should this happen the hirer will be charged an additional fee.

4.2 Quotes vary depending on the scale and nature of each individual function and on the resources required by UQ Anthropology Museum staff to implement the function.

5. PAYMENT AND BOOKING

5.1 Final booking confirmation and deposit is required from the Hirer seven days prior to the function to secure venue hire.

5.2 Guest numbers must be finalised at least seven days prior to the function. UQ Anthropology Museum reserves the right to restrict the number of guests attending a function if they exceed the prearranged total.

6. SMOKING

6.1 Smoking is not permitted within UQ Anthropology Museum.

7. SET-UP & PACK DOWN

7.1 Set up in UQ Anthropology Museum is not permitted until 3.00pm on the day of the function. Bump out must be completed on the same night.

7.2 The affixing of any items onto the walls of UQ Anthropology Museum is not permitted unless otherwise approved. This includes the pinning, gluing, taping or sticking of items.

7.3 The placement of any freestanding equipment, including signage, banners and structures, must not compromise the security and/or safety of any Museum objects.

7.4 The use of open flames within UQ Anthropology Museum is prohibited.

7.5 Should the Hirer wish to bring large-scale equipment into UQ Anthropology Museum, special permission is required.

7.6 All electrical equipment, including leads, must be installed and maintained according to Workplace Health and Safety requirements.

7.7 Please note that the configuration of gallery spaces and exhibition objects displayed within them varies from time to time.

7.8 A UQ Anthropology Museum representative reserves the right to be present at all meetings held at the Gallery between the client and external suppliers.

8. PHOTOGRAPHY

8.1 Photography is not permitted within UQ Anthropology Museum without the prior consent of UQ Anthropology Museum staff.

9. TOURS

9.1 Provision of guided tours is subject to availability of staff and must be prearranged.

10. PARKING AND TRANSPORT

10.1 Parking and transport arrangements are the responsibility of the Hirer. A range of parking and transport options are available and further information is available on the UQ website.

11. MEDIA

11.1 UQ Anthropology Museum staff must be notified of possible media presence at the function as certain guidelines apply and must be adhered to in terms of reproducing images.

12. SECURITY

12.1 The UQ Anthropology Museum staff are the representatives of UQ Anthropology Museum and responsible for the security and safety of UQ Anthropology Museum Collection and UQ Anthropology Museum's property, their instructions are to be adhered to at all times.

12.2 The University of Queensland Security Officers are the only security personnel authorised to operate within UQ Anthropology Museum. UQ Anthropology Museum staff must to be contacted if you have additional security needs for your function.

13. CATERING & RESPONSIBLE SERVICE OF ALCOHOL

13.1 Please allow a minimum of 30 minutes from the conclusion of catering service to when guests depart the Anthropology Museum. For example, if your function is advertised as running from 6.00pm to 9.00pm, catering must cease at 8.30pm.

13.2 If the Hirer intends to serve alcohol at the function they must obtain approval by completing and lodging an Application for Permission to Keep or Consume Intoxicating Liquor on Site form.

13.3 The hirer is responsible for the organisation and cost of catering.

13.4 Food and drink must not be taken into the gallery, workroom or stores.

13.5 There is a small kitchen available for catering purposes. As this is within the Museum offices only catering staff are permitted in the kitchen.

13.6 UQ Anthropology Museum has a responsibility to ensure the safety of patrons and

Anthropology works within the building at all times. Should a guest be restricted alcohol service due to unruly behaviour, UQ Security personnel have the right to remove these guests from the premises.

14. CANCELLATION OF FUNCTION

14.1 The Gallery reserves the right to keep the 10% deposit should you cancel your function after the deposit has been received. If the function is cancelled by UQ Anthropology Museum your deposit amount will be refunded.

15. PUBLIC LIABILITY INSURANCE

15.1 UQ Anthropology Museum has Public Liability Insurance that covers any incident that may lead to a damages claim and for which the UQ Anthropology Museum and its staff are deemed responsible. This insurance does not extend to venue hirers for incidents that may be attributed to actions/ arrangements taken/made by the hirer. Accordingly, it is strongly recommended that the hirer have in place insurance to meet this risk exposure.

16. ACKNOWLEDGMENT AND ACCEPTANCE OF CONDITIONS OF HIRE

I,.....,
(print full name) on behalf of

.....
(print full name of organisation making venue hire application)
acknowledge that by signing this 'Conditions of Hire' form that I have read, understood and accepted, on behalf of the above named venue hire applicant, the conditions set out therein.

.....
Signature

.....
Date

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